



## **NOTICE OF AMENDMENT TO EXAMINATION INFORMATION**

### **EXAMINATION TITLE:**

Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional

**EXAMINATION CODE:** 7PB24

**EXAM BASE:** Departmental Open

### **This is to announce the following information:**

Due to closures and or/ mergers of certain branch offices the following locations are no longer available for work preference selection:

Tahoe City, Escondido, Ventura, Granada Hills

## Department of Rehabilitation

### SENIOR VOCATIONAL REHABILITATION COUNSELOR, QUALIFIED REHABILITATION PROFESSIONAL

Departmental Open Examination

Location: Statewide

Continuous Filing

**AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.**

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**

**EXAMINATION TYPE** This is a Departmental Open Examination. Applications will not be accepted on a Promotional basis.

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated on this bulletin may apply and take this examination at any time. Once you have taken the Training and Experience Evaluation examination, you may not retest for twelve (12) months.

**HOW TO APPLY** The Application and the Training and Experience Evaluation will be available on a continuous basis on the Internet. Applicants will respond to questions regarding their ability to meet minimum qualifications, provide their contact information and take the Training and Experience Evaluation on the Internet.

**DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE SENIOR VOCATIONAL REHABILITATION COUNSELOR, QUALIFIED REHABILITATION PROFESSIONAL EXAMINATION IS CONTAINED IN THE INTERNET PROCESS.**

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. **DO NOT** contact the State Personnel Board or the Department of Rehabilitation for this information. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA does have Internet terminals that are available for public use at no cost. For more information contact the Service Center at 916-653-1705.

You may apply and take the examination on the Internet by connecting to:

[http://www.spb.ca.gov/employment/exam\\_start.htm](http://www.spb.ca.gov/employment/exam_start.htm)

Follow the online instructions. Please note that the Internet system will be unavailable on Tuesdays between 7:00am and 1:00pm, Pacific Standard Time, for processing and maintenance. **DO NOT** begin the application process on the Internet during this time as your record will **NOT** be processed.

**APPLICATION  
DEADLINE**

**CONTINUOUS FILING**

**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, call the Department of Rehabilitation at (916) 558-5545, or TTY. TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. California Relay (Telephone) Service for the Deaf or Hearing-impaired. "711"

**SALARY RANGE**

**Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional:**  
Range A: \$3554-\$4430  
Range B: \$3640-\$4651  
Range C: \$3894-\$4867

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**MINIMUM  
REQUIREMENTS**

All applicants must meet the Minimum Qualifications on the date of submission of their application for examination. Qualifying experience may be combined on a proportionate basis to meet 100% of the minimum qualifications stated below.

Note: Applicants who successfully complete the examination will be asked to provide a photocopy of their official transcripts or certificates. Applicants who are hired from the employment list are required to provide their sealed "OFFICIAL TRANSCRIPTS" if education is used to meet the minimum qualifications.

Acceptable coursework and degrees must be completed from a recognized institution. Coursework completed in other states is acceptable as long as the institution holds accreditation through an accrediting body. Coursework and degrees completed outside the United States must be evaluated by a foreign transcripts evaluation agency approved by the US Department of Education.

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**POSITION  
DESCRIPTION**

Under general supervision, incumbents determine vocational eligibility and level of severity of disability; plan and arrange for the supervision of vocational rehabilitation of individuals with physical and mental disabilities which are substantial impediments to gainful employment; serve as a liaison and resource to employers and community organizations regarding opportunities and considerations related to hiring individuals with disabilities; provide vocational counseling, rehabilitation assessment, and placement of individuals with disabilities; and perform other related work.

Positions exist throughout the state.

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**MINIMUM  
QUALIFICATIONS**

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**Either I**

**EDUCATION:** Possession of a Master's Degree in Rehabilitation Counseling from a recognized institution.

**Or II**

**EDUCATION:** Possession of a Master's Degree in Counseling or a closely related field from a recognized institution;

and

Successful completion of one graduate course with a primary focus on the Theories and Techniques of Counseling.

**Or III**

**EDUCATION:** Possession of a Doctorate Degree with a specific program and doctoral dissertation with an emphasis on rehabilitation from a recognized institution;

and

Successful completion of one graduate course with a primary focus on the Theories and Techniques of Counseling.

**Or IV**

Possession of an active national certification as a Certified Rehabilitation Counselor.

**Or V**

Enrollment in the final academic year in any of the above Master's or Doctoral Degree programs, in a recognized institution will admit applicants to the examination. Proof of possession of a Master's or Doctorate Degree must be provided before an applicant can be considered eligible for appointment.

In addition, if the Master's degree is in Counseling or a related field, or is a Doctorate degree with a dissertation with an emphasis on rehabilitation, proof of completion of one graduate course with a primary focus on the Theories and Techniques of Counseling, must be provided before an applicant can be considered eligible for appointment.

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**SPECIAL PERSONAL  
CHARACTERISTICS**

Demonstrated interest in and capacity for assuming increased responsibility; ability to work effectively, independently, or within a group; willingness and ability to make frequent field visits away from established headquarters; ability to remain objective when faced with difficult or sensitive situations.

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## TEST INFORMATION and SCOPE

**Scope:** The examination for the Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional will be weighted 100% Training & Experience Supplemental Application and will evaluate candidates education and experience based on the following knowledge and abilities:

### Knowledge of:

- Disabilities and their impact on a person's independence and employment opportunities.
- Basic medical and psychiatric conditions, as well as standard tests used in the vocational rehabilitation process.
- Various State and Federal regulations, as well as departmental policies and procedures.

### Ability to:

- Learn and apply the principles and practices of counseling, vocational guidance, and occupational placement for persons with vocational impediments.
- Learn and apply specific vocational rehabilitation procedures and techniques.
- Learn and adapt to and implement changes to State and Federal regulations, and departmental policies and procedures.
- Analyze and interpret test and evaluation results.
- Effectively and accurately analyze a variety of situations and take appropriate action.
- Effectively prioritize, organize, and manage time.
- Communicate and write effectively.
- Work well under pressure.
- Work with difficult people.
- Use a variety of computer applications.

## ELIGIBLE LIST INFORMATION

Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 18 months after it is established. A candidate may be tested only once during any 12 month period.

## VETERANS' PREFERENCE

Veteran's Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERAN'S PREFERENCE CREDITS.

## GENERAL INFORMATION

### Only Individuals Authorized To Work In the United States Will Be Hired

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

To learn more about the Department of Rehabilitation (e.g. how to prepare for a civil service examination, information regarding the Americans with Disabilities Act, the Limited Examination & Appointment Program (LEAP), office locations, etc.) log on to [www.dor.ca.gov](http://www.dor.ca.gov).

The Department of Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Veterans Preference:** California law limits the granting of veterans' preference points in open entrance examinations and open non-promotional examinations. Credits in open entrance examinations are granted as follows: 10 points for veterans, widows, or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations are granted as follows: Five points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans' Preference Application which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

DEPARTMENT OF REHABILITATION  
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